

## National Civil Service League

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September 19, 1969

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Honorable Richard M. Helms  
Director  
Central Intelligence Agency  
Washington, D.C. 20505

Dear Mr. Helms:

We are pleased to invite your nominations for the League's 16th Career Service Awards Program -- a program where we yearly honor and present awards to outstanding federal employees.

The program's impact and importance have brought generous praise from Presidents and other national leaders, and have resulted in favorable attention to the award winner and his agency. We know that you will want to give your personal attention to naming your candidates.

The enclosed announcement details the program. Nominations of both National Office and field employees are welcomed.

John D. Roth, Director of the U.S. Civil Service Commission's Office of Incentive Systems, will deliver these announcements in quantity to your personnel office. The deadline for the 1970 Career Service Awards nominations is November 28, 1969, and we look forward to your early response.

I know you recognize the importance of this program to a healthy career service. Please let me know if there is any further information you desire or if I can be of any assistance.

Sincerely yours,

Mortimer M. Caplin

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Ben says Bob Wattle did  
talk to Col White. Let's  
hold out; his return  
D

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# *Career Service Awards*

**ANNUAL PRESENTATION  
HONORING CAREER PUBLIC SERVANTS**



*National Civil Service League*

# INSTRUCTIONS TO AGENCIES NOMINATING CANDIDATES

Agency and department heads are invited to nominate candidates. Men and women in all grades and occupations, in the field, overseas, and in the departmental service are eligible. Nominees must meet the "Basis of Selection" criteria established in this announcement. They must be employed in one of the career services of the federal government or by their records be clearly identified as career employees making government service their lifework.

WHAT TO SUBMIT. Each agency and department head may nominate three (for agencies employing more than 100,000 -- four) candidates by submitting:

1. FOUR COPIES of a written statement, no more than five pages in length containing:
  - A. Justification in detail for the nomination in terms of the primary considerations noted as the basis for selection.
  - B. Human interest factors especially related to the candidate's career that would give insight into the candidate's character and assist in promulgation of widespread publicity on the candidate's selection.
  - C. Comments on the candidate's participation in professional, social and civic activities and organizations.
  - D. A list of organizations, (e.g., schools & C, above) and media (professional journals, home town press, etc.) that might be interested in the prestige of the publication.

## Item 3 may be two pages long if necessary

3. FIFTY COPIES (original signed by agency head) of a summary statement, preferably one page long, organized as indicated below:

NAME, TITLE AND GRADE: LENGTH OF SERVICE:

BUSINESS ADDRESS & PHONE #: MARITAL STATUS:

RESIDENCE ADDRESS & PHONE #: DATE & PLACE OF BIRTH:

EDUCATION AND DEGREES (INCLUDING NAMES OF SCHOOLS):

CHRONOLOGICAL SYNOPSIS OF CAREER SERVICE PROGRESSION, SHOWING TITLES & GOVERNMENT ORGANIZATIONS:

BRIEF STATEMENT SETTING FORTH IN SUMMARY THE SUBSTANTIVE ACHIEVEMENTS WHICH QUALIFY THE CANDIDATE FOR CONSIDERATION AND INDICATING THE AGENCY HEAD'S PRIMARY REASON(S) FOR SUBMITTING THE CANDIDATE'S NAME.

Submitted by: \_\_\_\_\_  
(agency head's signature on original only)

NOTE: Supplemental material may be submitted, but the material above should stand on its own.

Submit materials to National Civil Service League, 1028 Connecticut Ave., N.W.  
Washington, D. C. 20036

## CAREER SERVICE AWARDS

### PURPOSE

This National Civil Service League program strengthens the public service by bringing national recognition to significant careers in the federal service.

The League will grant awards to ten career employees who exemplify in an outstanding manner the primary characteristics of the career service: efficiency, achievement, character, and service. Extensive publicity through television, radio, magazines, and newspapers will be given to the selections and the presentation of the awards.

### THE AWARD

The Career Service Award recipients will be guests of honor at a dinner-dance in Washington, D. C. to be addressed by a nationally prominent speaker and attended by many leaders of government, business, education, and the professions.

### BASIS OF SELECTION

1. Efficiency and achievement  
A record of exceptional efficiency; evidence of sustained superior performance and accomplishment.
2. Character  
A record of integrity and devotion to the principles of public service.
3. Service  
At least ten years -- this may include military service and employment in state or local, as well as federal, governments.

**Leaders Praise Public Service and League**

"I was deeply proud to participate in the ceremony honoring the National Civil Service League's Career Service Awards winners. It is always a pleasure to see reward given to those public servants, so dedicated and a credit to their country."

**LYNDON B. JOHNSON**

"The National Civil Service League, by its selection and acclaim of outstanding award winners, made a valuable contribution to better public understanding of our career service."

**JOHN F. KENNEDY**

"The National Civil Service League is to be commended for its efforts to strengthen the public service and for its program of bringing national recognition to significant careers in the Federal Service."

**DWIGHT D. EISENHOWER**

"We are all indebted to the League and its members for their untiring work in helping to improve Civil Service systems throughout the nation."

**HARRY S. TRUMAN**



## *Career Service Awards*

- *To Stimulate able young people to choose government careers*

- *To Encourage all in government to pursue excellence*

- *To Promote public appreciation of quality in government*

- *To Honor Career civil servants for significant contributions*

NATIONAL CIVIL SERVICE LEAGUE  
1028 Connecticut Ave., N.W.,  
Washington, D. C.

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